

SAMPLE K-12 SCHOOL DISTRICT SITE VISIT SCHEDULE

Date of Visit:

Day I

Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
10:00-11:30	A/B/C	Team Orientation/Document Review	Team Members	Team Room
11:30-12:30		Lunch		
12:30-2:00	A/B/C	District Overview	Names of Overview Participants:	
2:00-3:15	A/B/C	Leadership Team Interview	Names of Administrators:	
3:15-3:45		Break		
3:45-4:45	A	Career and Technical Education (CTE) Teachers	Names of CTE Teachers	
	B	PreK-12 General Education Teachers Interview	PreK-12 General Education Teachers Interview	
	C	PreK-12 Special Education Teachers and Collaborating Teachers Interview	PreK-12 Special Education Teachers and Collaborating Teachers Interview	
4:45 - 5:00		Break	Team Members	
5:00 - 6:15	B	Parents Interview	Names of PreK-12 Parents:	
5:00 - 6:15	A	School Board Interview	Names of Participating Board members	5:00 - 6:15

Day II

Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 9:00 a.m.	A/B/C	Team Dialogue	Team Members	Team Room
8:00 – 9:00 a.m.	Special Education Cadre Member	Special Education Director/Coordinator/Contact Interview	Name of Special Education Director/Coordinator/Contact:	
9:00 – 10:00 a.m.		Students	Names of Students:	
		PreK-12 Learning Support Staff Interview (Guidance, At-Risk, Alternative School/Program, School Nurse)	Names of Guidance, At-Risk, Alternative Program/School, School Nurse Learning Support Staff:	
		PreK-12 Learning Support Staff Interview (Gifted and Talented, Media, ESL, Title I, Technology)	Names of Gifted and Talented, Media, ESL, Title I, Technology Learning Support Staff:	
		Break		
10:30-11:30		Document Review/ Report Development	Team Members	Team Room
11:30 – 12:30 p.m.	A/B/C	Lunch	Team Members	Team Room
12:30 – 1:45	A	PreK-12 Building Principals Interview (<i>delete if Leadership Team option is used</i>)	Names of PreK-12 Building Principals:	
	B	Superintendent, Curriculum Director, and Equity Coordinator Interview (<i>delete if Leadership Team option is used</i>)	Names of Superintendent, Curriculum Director, and Equity Coordinator:	
	C and Special Education Cadre Member	PreK – 12 Instructional Support Staff Interview (para-educators)	Names of Instructional Support Staff:	
1:45-4:30	A/B/C	Consensus building, Report development		
5:00-6:30	Mix of A/B/C	Advisory Group Interviews School Advisory Committees Interview (May be in large group or separated into segments) 5:00 – SIAC 5:30 – CTE 6:00 – Title I (If applicable)	Names of School Advisory Committee Members Names of CTE Advisory Members Names of Title I Advisory Members	

Day III				
Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 11:30 a.m.	A/B/C	Consensus building, Report development	Team Members	Team Room
11:30 – 12:30 p.m.	A/B/C	Lunch	Team Members	Team Room
12:30 PM	Team Leader	Visit w/Superintendent About Non-Compliance Issues (as needed)	Team Leader, Superintendent	
1:00 PM	A/B/C	Share Site Visit Highlights with Administration	Team Members, Administrators	